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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

Number 153

September 13, 1948

PMA PROCEDURE TRANSMITTAL

Reserve

SECRETARY'S
MEMORANDUM
8 23-48

NATIONAL FIRE PREVENTION WEEK: The week beginning October 3 has been designated by President Truman as Fire Prevention Week. All employees of the Department are asked by the Secretary to assume the responsibilities of fire prevention insofar as possible. The Presidential proclamation of Fire Prevention Week is printed on the reverse of this memorandum. Distribution: A, B

ADMINISTRATIVE
NOTICE NO. 109
9 8-48

REDESIGNATION OF CCC FIELD OFFICES: Changes the designation of the nine CCC Field Offices to "PMA Commodity Offices." Memorandum from the President, CCC, to all branches and field offices of PMA and the Executive Staff of CCC, subject: "Policy on Management and Other Staff Services to be Provided the Commodity Credit Corporation by the Production and Marketing Administration" was attached to this Administrative Notice. Distributed separately to "A" Manual Holders.

111.28
9-3-48

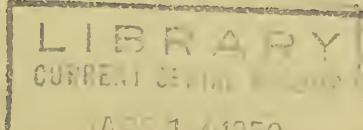
ASSIGNMENT OF RESPONSIBILITIES FOR GOVERNMENT-OWNED PROCESSING PLANTS: Transfers Plant Financing Division of the Fiscal Branch to the Office of the Assistant Administrator for Marketing and redesignates it the "Processing Plants Staff." Assigns to the "Processing Plants Staff" responsibility for certain Government-owned alcohol plants transferred by Public Law 890, 80th Congress from RFC to the Department of Agriculture, and transferred to PMA by Secretary's Memorandum No. 1227. Distribution: A

REVISIONS AND CHANGES

113.1
EXHIBIT A
7-22-48

ORGANIZATION OF PMA STATE OFFICES AND PMA STATE COMMITTEES: In the change notice for Exhibit A of 113.1 contained in Procedure Transmittal 151, the name of the committee of which Mr. Reed is presently chairman was omitted from some copies. The change notice should have read: "Mr. Frank W. Reed replaces Mr. Robert L. Green as Chairman of the Nebraska State PMA Committee, effective August 13, 1948." Distribution A, B

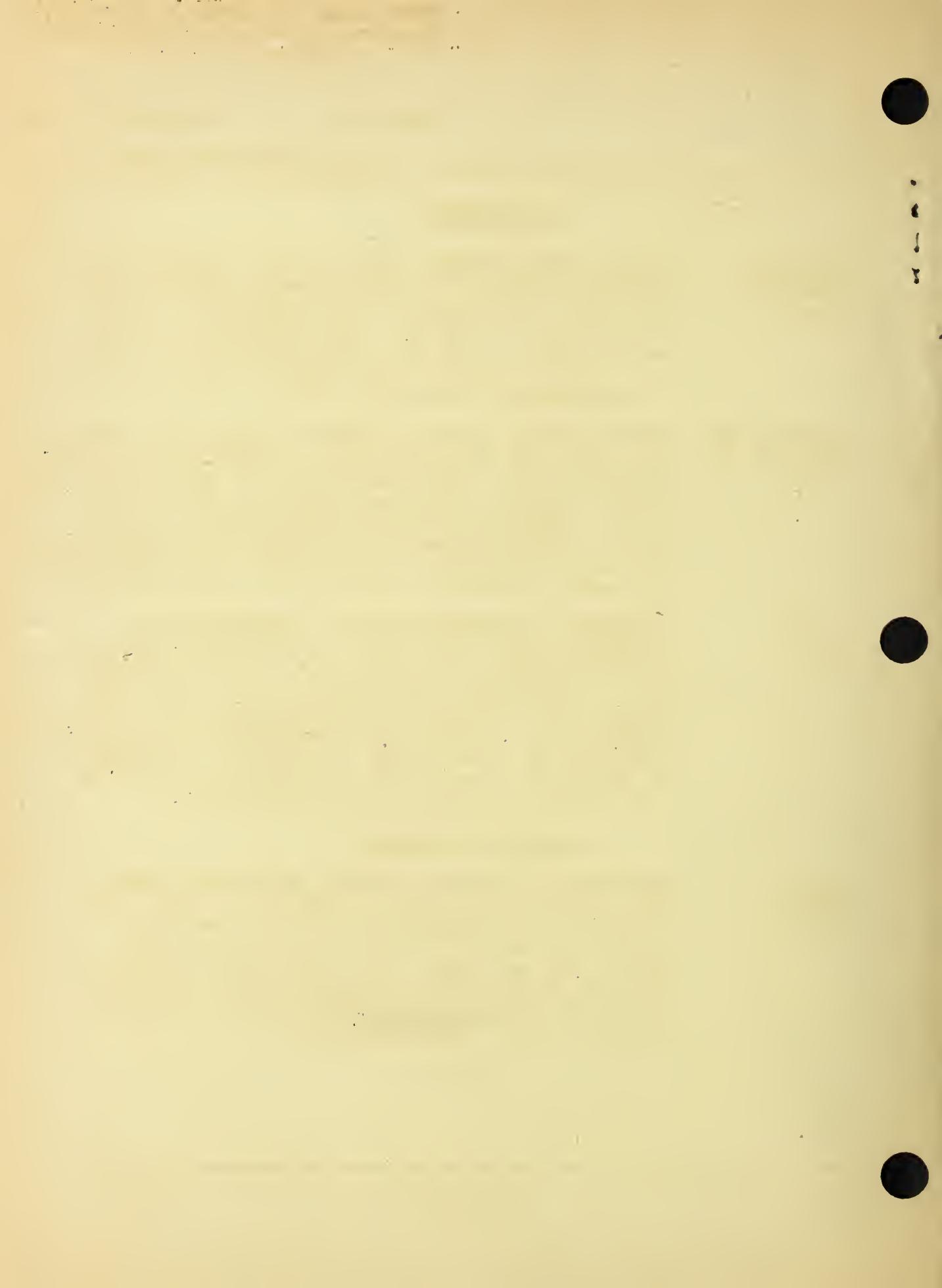
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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON 25, D. C.

August 23, 1948

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

National Fire Prevention Week

The week beginning October 3 has been designated by President Truman as Fire Prevention Week. He has pointed out that fire not only claims thousands of lives every year, but that fire-caused destruction has amounted in recent years to the point where it threatens a total loss of three-quarters of a billion dollars in 1948 alone.

Of all the catastrophes which afflict mankind, fire is perhaps least deserving of the term "accident." We cannot prevent earthquakes, torrential rains, or hurricanes.

But most fires are preventable. Man, not Nature, is careless in disposing of a match or a cigarette. Man, not Nature, thoughtlessly piles up inflammable materials in basements or attics and permits the development of other fire hazards.

Since the best defense against fire is alertness, the President sets aside a Fire Prevention Week in which he urges everyone to make a special effort to remove fire hazards and to build up habits of fire prevention.

In fulfilling our responsibility "to assist in every feasible way in making the public aware of the great need for fire-prevention activities," I urge every agency of the Department to support the program of fire prevention. Let us cooperate completely with farm organizations, local fire departments, and other agencies to curb fire losses.

Let all the employees of the Department assume the responsibility of fire prevention insofar as it lies within their province. Let those who have contact with farm people stress the importance of eliminating fire hazards from farm buildings and communities. Let those who work in offices find and correct the hazards therein. Let us all, as good citizens, find and eliminate such fire hazards as may exist in and about our own homes.

The Department Safety Council again stands ready to help with technical advice and assistance to make Fire Prevention Week effective, and to bring into sharp focus the attitude of alertness which should carry over throughout the other 51 weeks of the year.

Most fires are man-made. Therefore, most fires are preventable. Let us prevent them -- by being alert -- active -- cooperative.

Charles F. Brannan
Secretary

FIRE PREVENTION WEEK, 1948

BY THE PRESIDENT OF THE UNITED STATES OF
AMERICA

A PROCLAMATION

WHEREAS each year preventable fires claim the lives of thousands of the men, women, and children of this Nation and cause permanent disability to many thousands more; and

WHEREAS the destruction by fire of our natural and created resources has increased so alarmingly throughout the years that it threatens to cost our people three quarters of a billion dollars in the year 1948; and

WHEREAS this problem, with its social and economic implications for the future of our Nation, demands the active interest of every citizen; and

WHEREAS, following the recommendations emanating from the President's Conference on Fire Prevention, held at Washington in May 1947, most of our States and many of our municipalities have organized and established facilities for more effective protection against this devastation:

NOW, THEREFORE, I, HARRY S. TRUMAN, President of the United States of America, do hereby designate the week beginning October 3, 1948, as Fire Prevention Week.

I earnestly request that, as a Nation and as individual citizens, we dedicate ourselves during that week to waging a year-round campaign against the menace of fire. I invite the State and local governments, the Chamber of Commerce of the United States, the National Fire Waste Council, the American National Red Cross, business and labor organizations, churches and schools, civic groups, and agencies of the press, the radio, and the motion-picture industry to cooperate fully in the observance of Fire Prevention Week. I also direct the appropriate agencies of the Federal Government to assist in every feasible way in making the public aware of the grave need for concerted fire-prevention activities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this fifth day of August in the year of our Lord nineteen hundred and forty-eight, and of the Independence of the United States of America the one hundred and seventy-third.

HARRY S. TRUMAN

By the President:

G. C. Marshall,
Secretary of State

U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

ASSIGNMENT OF RESPONSIBILITIES FOR GOVERNMENT-OWNED PROCESSING PLANTS

I TRANSFER OF FUNCTIONS

Effective immediately, the Plant Financing Division of the Fiscal Branch, including the functions, funds, personnel, property and records assigned thereto is transferred to the Office of the Assistant Administrator for Marketing and is designated the Processing Plants Staff. Public Law 890, 80th Congress, transferred to the Department of Agriculture from the Reconstruction Finance Corporation certain Government-owned alcohol plants. Responsibility for these plants was transferred to the Production and Marketing Administration and is heretely assigned to the Processing Plants Staff.

II RESPONSIBILITIES

Responsibility for the administration of these activities is realigned and assigned as set forth below.

A The Assistant Administrator for Marketing shall be responsible for administering the Government-owned alcohol plants and the plants constructed under the Lend-Lease Plant Expansion Program. This responsibility shall include: coordination of program development and administration; and providing the necessary supervision and services for these plants and facilities, including rent and other contract negotiations.

1 The Processing Plants Staff shall assist the Assistant Administrator for Marketing in carrying out the above responsibilities.

B The Branches shall, in accordance with assignments from the Processing Plants Staff, have primary responsibility for developing and recommending programs to the Assistant Administrator for Marketing through the Processing Plants Staff, as well as administering such programs, within their assigned areas of commodity or functional responsibility involving these plants and facilities. These programs and recommendations shall take into consideration such factors as national defense requirements, price support and surplus disposal activities, and providing commercial scale testing of research to develop new and improved uses and improved processing techniques for agricultural commodities.

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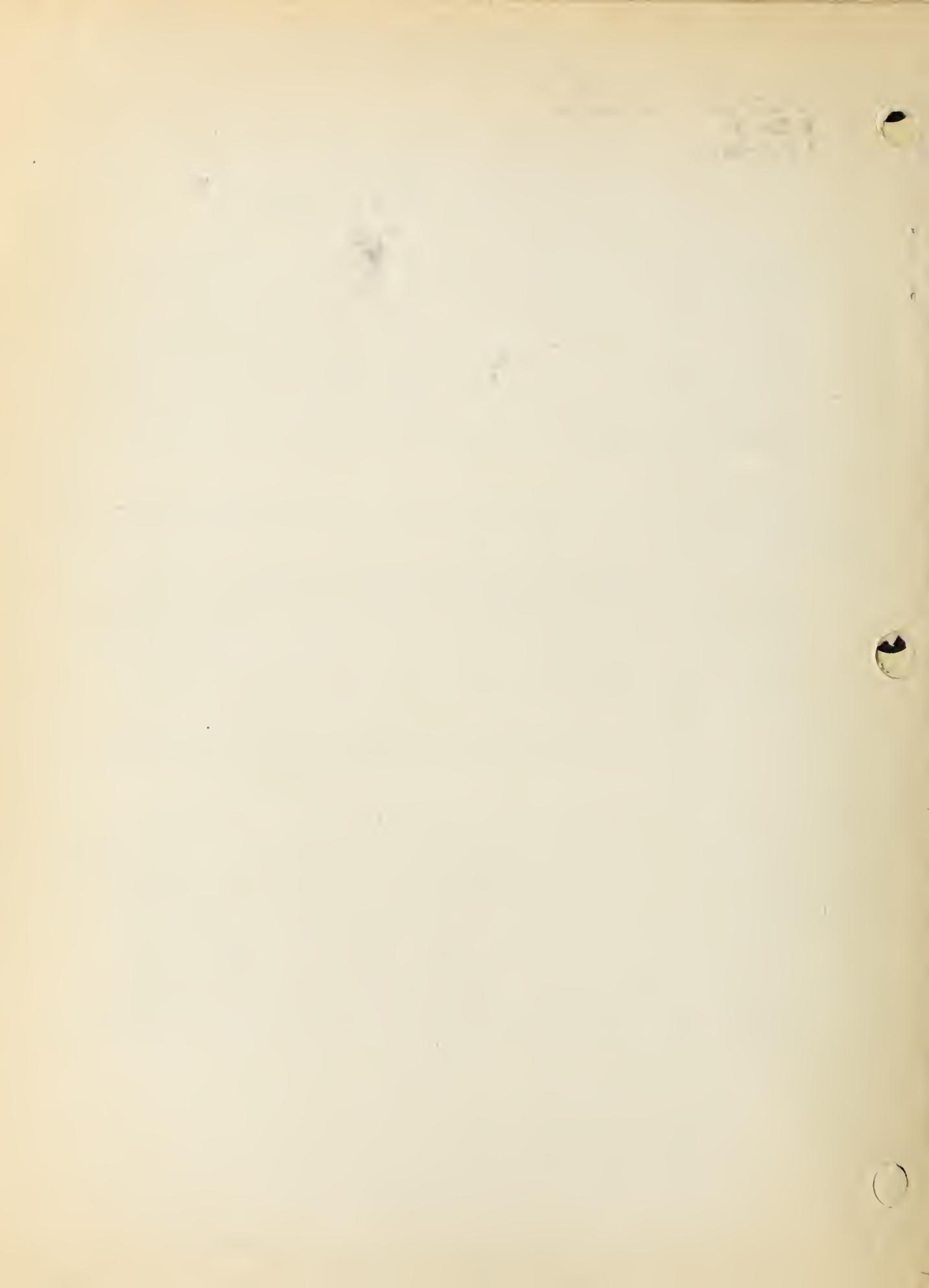
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FIRE PREVENTION WEEK

OCTOBER 3-9, 1948

FACT SHEET
U.S.D.A. Safety Council
U.S. Department of Agriculture
in cooperation with
National Fire Protection Association



FARM FIRE COSTS ARE SHARED BY ALL

Cost to the Farmer

Loss of property
Loss of valuable stock
Loss of income

Cost to the Nation

Loss of life
Loss of property

Cost to the World

Needed food destroyed

NO INSURANCE PAYMENT CAN REPLACE A HUMAN LIFE

INSURANCE MONEY IS NOT A SUBSTITUTE FOR FOOD
FOOD LOST IN FIRES IS LOST FOREVER

DO You HAVE FARM "FIRE TRAPS"?

Farm Fires Cost \$100,000,000 Last Year--Killed 3,500 Farm People and Injured Thousands

ELIMINATE ALL YOUR "FIRE TRAPS"



Defective chimneys, flues, and stovepipes rank second as the cause of farm fires. Repair cracks and other defects with cement mortar. Replace rusted or burned-out stovepipe. Clean chimneys each fall. Install double metal ventilated thimbles where stovepipes pass through combustible walls or partitions.



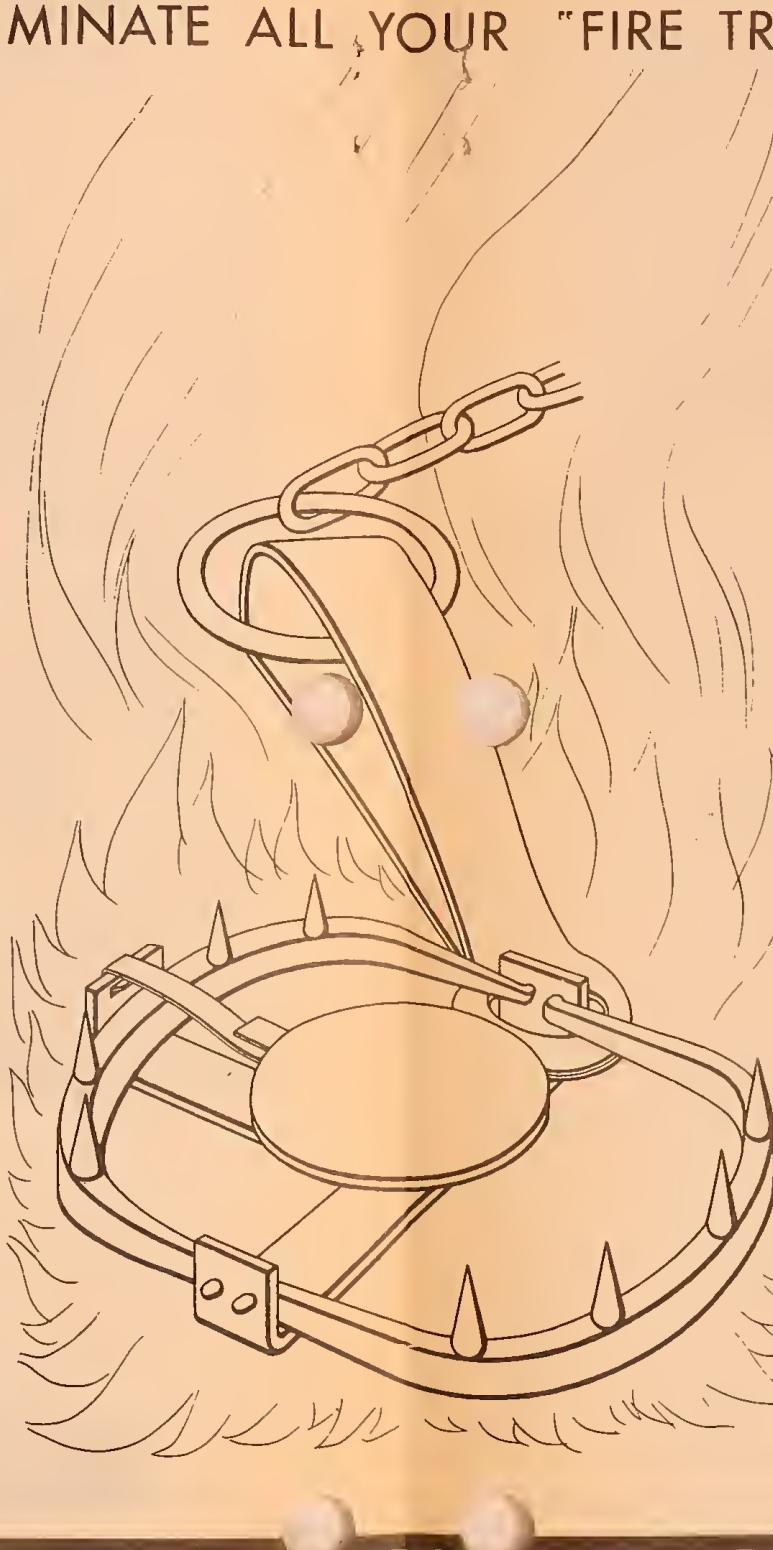
Seven of each hundred farm fires are started by sparks on the roof. A spark arrester will make your home safer. Danger of fire can be further reduced with fire-retardant roofing.



This sort of thing happens much too often. Never use gasoline or kerosene to start or hasten a fire. Place drip pans under kerosene stoves. Store gasoline a safe distance from the house, barn, and principal outbuildings. Never bring any volatile flammable liquid into the home - especially for dry cleaning.



Inspect electric wiring and installations often. Broken or frayed wires, wires with the insulation worn off, broken insulators, defective switches, fuses of the improper size or type often are responsible for tragic and disastrous fires.



Spontaneous ignition is one of the principal causes of the 20,000 barn fires that occur each year. Make frequent inspections of newly stored hay or grain until all danger of "heating" has passed. Odors, smoke, gas, and heat are all warning signals, but for accurate information use a hay probe, containing a thermometer for determining temperature of hay at bottom of mow.



Keep all oil, grease, or paint soaked rags in metal covered containers. Store paint and paint material in a safe place. Don't give fire even a little chance.



Four hundred farm people are killed by lightning each year and about a thousand more are injured. Lightning is also the leading cause of farm fires, being responsible for 37% of all of them. Lightning rods of the right size and material properly installed and maintained on every farm building will eliminate this particular fire menace as well as protect the occupants of the buildings.



Seven percent of the farm fires are attributed to matches and smoking. The estimated loss from these causes runs into millions of dollars annually. Don't smoke in barns, stables, or outbuildings. Many fires are started by people who smoke in bed. Be sure your match is "out" before you throw it away. Be careful where you discard cigarette butts, cigar stubs, and pipe heels.

90% OF ALL FARM FIRES ARE PREVENTABLE

ORGANIZED MEANS OF PREVENTING . AND SUPPRESSING FIRE

What may be an important contribution to the reduction of farm fire losses is the growing tendency to make systematic and regular inspections of buildings and premises to detect hazards which cause fires. Such a program has been launched in Michigan, under the direction of the State Farm Safety Specialist, with the distribution of a farm and home-safety check list, outlining 48 items which should be examined. In Ohio, a State-wide organization was developed and practically all of the 88 counties now have fire-prevention programs - an important aspect of which is the publication of literature calling attention to the importance of self-inspecting buildings and grounds. In Nassau County, New York, a comprehensive plan has been launched under which inspections are made by trained volunteer firemen. All buildings in rural areas are to be inspected except one-family dwellings.

CAUSES OF FARM FIRES

Based on the average of the latest 4-year period the principal known causes of farm fires are as follows:*

<u>Cause</u>	<u>Percentage of fires</u>
Lightning	37
Chimneys, flues, cupolas, stacks	11
Petroleum and its products	8
Matches and smoking	7
Sparks on roofs	7
Stoves, furnaces, boilers and their pipes	6
Exposures	5
Spontaneous ignition	5
Electricity (misuse of)	3
Friction (sparks from running machinery)	2
Hot ashes and open coal fires	2
Miscellaneous	7
Total	100

*Information furnished by the National Board of Fire Underwriters.